|  |  |
| --- | --- |
| **Name of Individual / Organisation** | Julia Roach / Kingston Art Group |
| **Name of Project** | The Female Gaze |

Please provide a breakdown of key activities /tasks for your project from start to finish. Please include your preparation and planning activity as well as start / end dates of your public activity (eg. public performance, exhibitions, festival).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **START DATE** | **END DATE** | **ACTIVITY / TASK** | **STATUS** | **NOTES** |
|  |  |  | COMPLETE / ON-TIME / BEHIND |  |
| April 2016 | April 2016 | Consult local female artists re. participation |  |  |
| May 2016 | May 2016 | Confirm availability of KAG Gallery |  |  |
| May 2016 | February 2017 | Obtain quote comparisons |  |  |
| May 2016 | July 2016 | Research local women`s groups |  |  |
| May 2016 | June 2016 | Produce brief for participating KAG artists |  |  |
| June 2016 | June 2016 | Engage marketing officer |  |  |
| June 2016 | October 2016 | Engage workshop speakers |  |  |
| June 2016 | October 2016 | Research University of Hull`s facilities and links |  |  |
| June 2016 | July 2016 | Engage exhibition curator |  |  |
| June 2016 | March 2017 | Artists working to brief |  |  |
| September 2016 | September 2016 | Produce marketing strategy and plan |  |  |
| November 2016 | March 2017 | Liaise with Media |  |  |
| December 2016 | December 2016 | Brief for other participants e.g. speakers |  |  |
| January 2017 | January 2017 | Brief for publicity designers |  |  |
| January 2017 | February 2017 | Engage photographer/film maker |  |  |
| January 2017 | February 2017 | Engage gallery invigilation team |  |  |
| January 2017 | February 2017 | Engage local musician to perform at private view |  |  |
| January 2017 | February 2017 | Produce marketing collateral |  |  |
| February 2017 | February 2017 | Meeting with workshop speakers |  |  |
| February 2017 | March 2017 | Purchase stationery for events |  |  |
| February 2017 | March 2017 | Order publicity materials |  |  |
| February 2017 | March 2017 | Prepare KAG Gallery |  |  |

|  |  |  |
| --- | --- | --- |
| February 2017 | March 2017 | Purchase refreshments for preview and events |
| February 2017 | February 2017 | Order/purchase seating for events |
| March 2017 | March 2017 | Delivery of seating |
| March 2017 | March 2017 | Exhibition and series of events |
| April 2107 | April 2017 | Present feedback and accounts |

Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances